

J O B O P P O R T U N I T Y A N N O U N C E M E N T

Human Resources Office
United States Section
INTERNATIONAL BOUNDARY AND WATER COMMISSION
United States and Mexico
The Commons, Building C, Suite 100
4171 North Mesa Street
El Paso, Texas 79902
1-800-262-8857 ext. 4117 Or (915) 832-4117

NUMBER: 02-050

ISSUE DATE: 12/10/02

CLOSING DATE: 01/02/03

Hand delivered applications must be received by the closing date (3:00 p.m. MST)

POSITION: Security Guard, GG-0085-03 Or 04

LOCATION: Operations Department, Operations & Maintenance Division, Falcon Project, Falcon Heights, Texas

POSITION POTENTIAL: GG-04

SUPERVISORY POSITION: NO

FLSA: Nonexempt

BARGAINING UNIT: Included

DRUG TESTING: YES

FULL TIME: YES

Rotating shift work is required.

AREA OF CONSIDERATION: U.S. Government-wide

Part I. GENERAL INFORMATION FOR POTENTIAL CANDIDATES

Who May Apply: [Eligibility] Applications will be accepted from current status United States Section, International Boundary and Water Commission (USIBWC) employees; status transfer eligibles from other federal agencies; reinstatement eligibles; eligible displaced or surplus Federal employees; veterans eligible for Veterans Readjustment Appointments; and disabled individuals eligible for excepted service appointments; accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency, (those needing reasonable accommodation for any part of the application and hiring process, should notify the Human Resources Office at 1-800-262-8857 ext. 4752 or (915) 832-4752, or by email at lizlopez@ibwc.state.gov). Usually to have status, an individual must be currently employed in a permanent (career or career conditional) position, or have been employed in a permanent federal service position and be entitled to reinstatement. In addition, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. All qualification, legal, and regulatory requirements must be met as of the closing date of this announcement.

Application Information: It is the applicant's responsibility to ensure the accuracy and completeness of the application. Incomplete applications or those not completed in accordance with applicable instructions will not be rated. Applicants will not be contacted to obtain further information, documentation, or required materials. The applicant MUST NOT submit letters of recommendation, training records, position descriptions, copies of awards, etc., unless they relate directly to the job for which applying. An individual concerned in examining an applicant for or appointing them in the competitive service may not receive or consider a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant. All material submitted in response to this Job Opportunity Announcement (JOA) will become part of the Promotion and Internal Placement Program files and will not be returned; therefore, be sure to make copies of your application material before submission. The USIBWC does not maintain an applicant supply file. Forms needed to apply for this JOA may be obtained from the Human Resources Office, any field office within the area of consideration and/or from the USIBWC website <http://www.ibwc.state.gov>. Applications must be submitted to the Human Resources Office at the address shown at the top of this JOA, and must be postmarked by the closing date. The use of government property or government franked envelopes to apply for a federal position is prohibited and subject to fines as prescribed by law.

Potential of Position: If the position is filled below the full performance level, the incumbent may be promoted without further competition until the full performance level is reached. Promotion is neither automatic nor guaranteed. Promotion will be based upon the supervisor's certification of the incumbent's demonstrated ability to perform the duties of the higher graded position in a fully successful manner, as well as the incumbent meeting all other requirements for promotion. If there are intervening situations affecting the classification of the position between the time of advertisement and the time that promotion(s) may be due, the advertised promotion potential is void.

Evaluation to Determine Best Qualified: The qualifications of each basically eligible candidate may be further evaluated to determine the degree that the candidate possesses the necessary knowledge, skills, abilities, and other characteristics needed to perform the duties of the position.

Part II. VACANCY INFORMATION

AGENCY BACKGROUND: The United States Section of the International Boundary and Water Commission (USIBWC), United States and Mexico, is an international agency categorized as an independent bilateral organization within the Executive Branch of the federal government. There are various field offices located along the boundary with the headquarters office in El Paso, Texas. USIBWC is responsible for providing environmentally-sensitive, timely and fiscally-responsible boundary and water services along the United States and Mexico border region while sustaining an atmosphere of binational cooperation and by being responsive to public concerns. (website <http://www.ibwc.state.gov>)

DUTIES: Serves as a Security Guard for the Falcon Dam Project. The incumbent employs ordinary measures in the protection of Government property against fire, trespass, theft, accident, sabotage, etc. Patrols buildings, grounds and dam facilities to assure that electrical equipment is turned off and doors are secured. Maintains a log to record significant events occurring during shifts. Monitors hydrologic and radio equipment, and recording data as necessary. Punches a time clock on non-routine inspections. Performs janitorial duties as assigned. Is required to exercise tact and courtesy in all contacts. Incumbent will be required to work rotating shifts. The work involves some lifting, sitting, driving a pickup and some walking. Objects lifted or moved do not usually exceed 50 pounds. Adheres to safety policies and practices in the performance of all duties. Work is performed alone, inside and out doors with exposure to prevailing weather conditions. **The incumbent is required to carry a firearm.**

QUALIFICATION REQUIREMENTS:

<u>GRADE LEVEL</u>	<u>GENERAL EXPERIENCE</u>	<u>OR</u>	<u>SPECIALIZED EXPERIENCE</u>	<u>OR</u>	<u>EDUCATIONAL/ TRAINING SUBSTITUTION PERMITTED</u>
GG-3	6 months		None		1 year above high school
GG-4	6 months		6 months		2 years above high school

General Experience: Experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contacts with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information.

Specialized Experience: Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided a knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or a similar position safeguarding patients is qualifying.

Education: Successfully completed study at an accredited college or university in any subject is fully qualifying in the amount and level specified in the table.

Training: Successful completion of training in an accredited technical school that covered subjects such as physical security procedures, local laws, or investigative techniques is considered qualifying for specialized experience at the GS-4 level on a month-for-month basis.

Veterans' Preference: Competition for Security Guard positions is restricted by law to persons entitled to **veterans' preference** as long as such applicants are available for appointment.

Investigation of Fitness: A character investigation will be conducted on applicants selected for employment. The purpose of such investigation is to secure evidence of the candidate's honesty, integrity, general character, and loyalty to the U.S. Government.

Drug Testing: If the person tentatively selected for this position is not currently employed by the USIBWC, in a drug testing designated position, they will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Physical Requirements: The person tentatively selected for this position will be required to successfully undergo a physical examination at their own expense prior to appointment. The duties of this position require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. A medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position.

HOW TO APPLY: To be considered for this position, applicants **MUST** respond to the evaluation factors listed below, as well as

complete and submit all of the forms and documents as indicated. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Evaluation Factors: Each applicant for this position is **required** to respond to the elements listed below. On separate sheets of paper, **(A)** Fully describe your experience in working with the element; **(B)** describe where and how you obtained your education, training, and/or experience in the element; and **(C)** describe the most complex issues with which you have dealt.

1. Knowledge of security practices and procedures, to include patrol procedures, field interviewing, crime prevention and detection, conflict resolution, weapons operations, and report writing.
2. Ability to patrol project grounds covering a wide geographical area involving both the operation of a government vehicle in a safe manner and on foot for extended periods of time (i.e., several hours).
3. Skill in interpersonal communication, to include skill in orally communicating with a variety of individuals in an effective, assertive, and tactful manner and skill in writing factual reports.
4. Ability to perform the full scope of duties in a safe manner.

Item 1. Forms/Documents for all Applicants:

- 1) Standard Form 171, Application for Federal Employment; OR Optional Form 612, Optional Application for Federal Employment; Or any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job;
- 2) IBWC Form 336, Ability to Drive Safely; AND
- 3) Optional Form 306, Declaration for Federal Employment.

Item 2. Promotion, Reassignment, Reinstatement, and Transfer Eligibles: *(in addition to submitting all required forms/documents in Item 1.)*

- 1) Copy of Standard Form 50, Notice of Personnel Action, ***which reflects*** eligibility (status); and
- 2) Copy of most recent performance rating/evaluation. (Applicants unable to provide their most recent performance appraisal must provide written justification for its absence)

Item 3. Veteran Eligibles: *(in addition to submitting all required forms/documents in Item 1.)*

- 1) Form DD-214, Proof of active military service, dates of service, and condition of discharge; and
- 2) If applicable, Standard Form 15, Application for 10-point Veteran Preference with required documentation.

Item 4. Disability Eligibles: *(in addition to submitting all required forms/documents in Item 1.)*

- 1) Certification from the appropriate State Vocational Rehabilitation Agency that he/she has the ability to perform the position duties, are physically qualified to do the work without risk to themselves or others, and are competent to maintain themselves in a work environment.
- 2) Veterans who are qualified for the positions must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs within the last year as having a compensable service - connected disability.

Item 5. Surplus or Displaced Federal Employees : *(in addition to submitting all required forms/documents in item 1.)*

- 1) A copy of the agency notice as proof that the requirements of 5 CFR 330.605 for CTAP and 5 CFR 330.704 for ICTAP are met; and
- 2) The application must annotate to reflect that the employee is applying as CTAP or ICTAP eligible.

NOTE: INDIVIDUALS APPLYING UNDER CTAP AND ICTAP MUST BE WELL QUALIFIED FOR THE POSITION TO RECEIVE CONSIDERATION FOR THE POSITION. ELIGIBLES WILL BE CONSIDERED WELL QUALIFIED BASED ON THE ANSWERS PROVIDED TO THE EVALUATION FACTORS CONTAINED IN THE JOB OPPORTUNITY ANNOUNCEMENT. WELL-QUALIFIED CANDIDATES MUST ALSO MEET ANY JOB-RELATED SUITABILITY AND MEDICAL REQUIREMENTS ESTABLISHED FOR THE POSITION.

As a Condition of Employment: (All Applicants)

- 1) The applicant selected for the position must successfully complete, within 90 days of the initial date of appointment and at the employee's own expense, the Basic Security Officer Training Course approved by the Texas Board of Private Investigators and Private Security Agencies. An individual who already has successfully completed the course must have done so within the previous five years or must possess a current Texas private security officer commission.
- 2) Salary payments will be made by Electronic Funds Transfer (EFT), know as Direct Deposit;

- 3) An Official College Transcript (must be submitted within 30 days after selection);
- 4) Relocation expenses **WILL NOT** be paid by the U.S. Section; **And**
- 5) All candidates must possess a valid state driver's license; must have a good driving record; and must meet the requirements for the issuance of a Government operator's license. **Driving records will be checked.**

NOTE: An individual who does not or cannot meet a condition of employment will be subject to removal from the position and employment with the USIBWC.